

**EMPLOYEE BENEFITS ADMINISTRATOR
STATE OF MICHIGAN
DEPARTMENT OF CIVIL SERVICE**

There's no place like Michigan--where you can ski, snowmobile, swim the Great Lakes, fish, canoe, hike through forests, cross the Mighty Mackinac Bridge, and enjoy the beauty of seasonal changes. It is truly a great place to live, work, and raise a family.

As Michigan's third largest employer with over 54,000 employees, the State of Michigan offers an excellent benefits package, performance pay, paid leave time, deferred compensation, retirement, and more.

We are seeking a dynamic and driven team leader with excellent interpersonal and communication skills to serve as the state's Employee Benefits Administrator. This highly visible position has responsibility for all aspects of our diverse insurance benefits package for active and retired state employees, with expenditures totaling over \$1 billion annually.

The successful candidate must possess expertise in administering PPOs, HMOs, prescription drug plans, mental health/substance abuse plans, and dental, vision, and life insurance plans. Extensive knowledge of COBRA and HIPAA is also required.

Requirements

Education: Possession of a Bachelor's degree in Business Administration or equivalent. Certification as an Employee Benefits Specialist is highly desired.

Experience: At least 3 years of managerial experience in a complex employee benefits program with responsibility for all aspects of group insurance administration.

Salary Range

\$74,750 - \$101,623 based upon experience.

Potential for performance pay awards up to 5% of base salary.

Contact

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Deadline

Resumes must be received no later than the close of business June 16, 2006.
Only applicants who meet the established screening criteria will be contacted.

Additional Information

For more information about the Michigan Department of Civil Service, please visit our website at www.michigan.gov/mdcs.

The State of Michigan is an Equal Opportunity Employer